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Pers-12 ERD-6934
Pers-Policy LTS sub

CONFIDENTIAL

Asst. Director for Collection and Dissemination

14 October 1969

Executive

Personnel Strength Reports

Recession: Memo to AD/OCD from Executive, subject as above, dtd 28 Sept. 1969

1. The Machine Methods Division of your Office is now preparing to maintain certain Agency personnel data on its tabulating cards. It is anticipated that that Division will be capable of assuming such responsibility in the near future.

2. Agency personnel strength and other personnel data are highly classified and may be communicated only to the following Agency officials:

Document No. 65	Director
No Change in Class. <input type="checkbox"/>	Executive
<input type="checkbox"/> Declassified	Budget Officer
Class. Changed To: TS S GD	Personnel Director
Auth.: HR 70-2	Management Officer
Date: 14-11-78	Chief, Administrative Staff
	Chief, Personnel Division, Administrative Staff

3. It is desired that responsible Machine Methods Division technicians be designated to produce Agency personnel data as requested by authorized officials, and that access to such personnel data be restricted within your office to:

Chief, Machine Methods Division

Not to exceed four technicians of the Machine Methods Division

4. Nothing in this directive will be construed to limit your personal responsibility for the efficient operation of the activities of your office and accessibility to you personally of such information essential to carry out those responsibilities. In this specific instance, however, no further delegation than that specified in paragraph 3 above is authorized.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CONFIDENTIAL

Captain, USA
Executive

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Copies to each official
listed in par 2 above

Exec chrono

LTS subj file

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